

CHAPTER 1

EMPLOYER CONTACT INFORMATION

www.npers.ne.gov

EMPLOYER CONTACT INFORMATION

All school districts submitting information to the Nebraska Public Employees Retirement System (NPERS) must have a current Employer Contact form #NPERS6300 on file. (See sample, page 1-2.) You must submit a new form to NPERS whenever there is a change in the Primary Employer Contact or Additional Contact(s).

Your Primary Employer Contact should be an individual who is familiar with your employment policies, your payroll system and the School Retirement Plan, and who has access to your personnel records. You may choose whom you wish to be your Primary Employer Contact, and may choose Additional Contacts as needed.

INSTRUCTIONS

The Employer Contact form must have original signatures. Forms received with a typed or stamped signature are not accepted.

All general correspondence from NPERS will be addressed to the Primary Contact.

An individual who is an Employer Contact for numerous rural districts should complete an Employer

SAMPLE FORM

EMPLOYER CONTACT

**Nebraska Public Employees Retirement Systems**

1221 N Street, Suite 325

P.O. Box 94816

Lincoln, NE 68509

402-471-2053

800-245-5712

Fax: 402-471-9493

Employer Name		Date	Plan Type (Check One) <input type="checkbox"/> School <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Judges <input type="checkbox"/> Patrol
Agency/County Number/District Number			
Address			
City	State	Zip	
Employer Contact			

Please complete this form to include the name(s) of the people the Nebraska Public Employees Retirement Systems (NPERS) may record as point of contact. Your Primary Employer Contact should be an individual who is familiar with your employment policies, your payroll system, and the retirement plan and who has access to your personnel records. You may choose whom you wish to be your Primary Employer Contact and may also choose other Additional Contacts. All general correspondence from NPERS will be addressed to the Primary Contact.

If the individual who is the Primary Contact or anyone who is listed as an Additional Contact should change, please complete and submit a new form.

PRIMARY CONTACT INFORMATION

Contact Name	Title	
Address		Telephone Number
Signature	Date	E-Mail Address

ADDITIONAL CONTACT INFORMATION

Contact Name	Title	
Address		Telephone Number
Signature	Date	E-Mail Address
Contact Name	Title	
Address		Telephone Number
Signature	Date	E-Mail Address

BAR CODE

NPERS6300 Rev. 05/03

ACTIVATING PAYROLL ADMINISTRATOR WEB ACCOUNT

NPERS will provide you with a Username and Temporary Password. You will use this information to activate your Payroll Administrator web account with NPERS.

To activate the account, follow these steps:

1. Log on to the NPERS website at www.npers.ne.gov. The home page will be displayed.

The screenshot shows the NPERS website home page. At the top is a banner image with a sunflower field and a building. Below the banner is a search bar with a 'Go!' button. The left sidebar contains a navigation menu with categories: NPERS Home, About Us, Plan Information, Other Information, Help, NPERS Forms, and Contact Us. The main content area is titled 'Nebraska Public Employees Retirement System' and features a 'click to login' button. Below the button is a 'Please login if you have already established an web account with NPERS...' message and a 'click here' link. To the left of the login button is a photo of an elderly couple. Below the photo are links for 'Pioneer', 'What's New?', 'Member Services', 'About Public Retirement', 'Publications', 'Retirement Seminars', 'Legislative Information', and 'Other Retirement Systems'. Further down are sections for 'Mission Statement', 'What is Pioneer?', 'News From Retirement System', and 'Other Related Links'. A disclaimer is at the bottom right.

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Search: Go!

Nebraska Public Employees Retirement System

[click to login](#)

Please login if you have already established an web account with NPERS, if you do not have an web account, please [click here](#) to create a web account in just a few simple steps.

If you are an employee of an reporting agency, a letter with temporary password has already been mailed to your employer.

[Pioneer](#)
[What's New?](#)
[Member Services](#)
[About Public Retirement](#)
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[Other Retirement Systems](#)

Mission Statement

The Nebraska Public Employees' Retirement System recognizes the importance of a successful retirement and is dedicated to providing the highest quality service necessary to assist members in achieving this goal. [more about us...](#)

What is Pioneer?

PIONEER is the name chosen for our new pension administration system. The PIONEER Project will be implemented in four phases and is scheduled for completion in May 2004. The system will encompass the six public pension plans under the administration of the Nebraska Public Employees Retirement System. The new PIONEER system will provide integrated workflow and office automation capabilities that will significantly improve the speed and accuracy of business processing. [more...](#)

News From Retirement System

- [LB687 "Cash Balance" changes](#)
- [Benefit Review Study](#)
- [School Plan Offers New Options!](#)

Other Related Links

- [Social Security Online](#)
- [College Savings Plan](#)
- [IRS Forms and Publications](#)
- [IRS Tax Information](#)
- [Nebraska Online](#)
- [Lincoln Weather](#)
- [Map of Lincoln, Nebraska](#)

Disclaimer: Nothing on this web site is either a legal reference or a complete statement of the laws or NPERS administrative rules. In any conflict between this information and Nebraska laws or administrative rules, the laws and administrative rules shall prevail.

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Underneath the **Click to Login** button, you will see a **Click Here** link. Click the link.

2. An Electronic Signature Agreement will now appear on your screen. Click **I Agree**.

The screenshot shows the MPERS website's Electronic Signature Agreement page. On the left is a vertical navigation menu with categories: MPERS Home, About Us, Plan Information, Other Information, Help, MPERS Forms, and Contact Us. The main content area is titled "Electronic Signature Agreement" and includes a search bar at the top right. Below the title, a note states: "NOTE: ACCESSING OR REQUESTING ACCOUNT INFORMATION OR TRANSACTIONS THROUGH THIS SITE CONSTITUTES AND SHALL BE DEEMED TO BE AN ACCEPTANCE OF THE FOLLOWING TERMS AND CONDITIONS." This is followed by a paragraph: "If you don't agree to the terms contained in this Agreement, please exit this website. Please click the back button on your browser to return to the previous page." At the bottom of the main content area are two buttons: "I Agree" and "I Disagree". The footer contains the copyright notice "© MPERS 2001 All Rights Reserved" and links for "Terms of Use" and "Online Privacy Policy".

I Agree - signifies you are signing your report each time you log in to work on your report.

I Disagree – If you click on **I Disagree** you will need to remit a signed recap report.

3. You will now see the web page “Manage Your Login Account.” Click on the **Payroll Administrator** button. Click the **Next** button.

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Search: **Go!**

Manage Your Login Account

Welcome to the account creation page. Select the role for which an account is to be created and click "Next".

I would like to create an account as a...

<input type="radio"/> Member	I have an account with NPERS but I am not a beneficiary or benefit recipient.
<input checked="" type="radio"/> Payroll Administrator	I work on payroll for an agency. I am responsible for reporting Wage and Contribution information via the NPERS web site.

Next

4. Employer Administrator Account Activation instructions will appear on your screen. Please review these instructions.

The screenshot shows the NPERS website interface. On the left is a vertical navigation menu with categories: NPERS Home, About Us, Plan Information, Other Information, Help, NPERS Forms, and Contact Us. The main content area is titled 'Instructions - Payroll Administrator Account Activation'. It includes a search bar at the top right. The main text explains that the page describes the steps to activate a 'Payroll Administrator' web account. There are links for 'FAQ's' and 'Glossary'. A section titled 'Activity Overview' states that users must enter personal and professional information for authentication. A section titled 'What you will need:' lists seven items (a-g) required for activation. Below this, a section titled 'Instructions: 2 easy steps!' lists 'Step 1: Enter the information given to you by NPERS and some personal information' and 'Step 2: Log in!'. A 'Next' button with a red arrow is located at the bottom right of the instructions section. The footer contains copyright information: '© NPERS 2001 All Rights Reserved' and links for 'Terms of Use' and 'Online Privacy Policy'.

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Search: **Go!**

Instructions - Payroll Administrator Account Activation

This page describes the steps you would need to follow to activate an 'Payroll Administrator' web account. [FAQ's](#) | [Glossary](#)

Activity Overview:

Please enter your personal and professional information so your details can be authenticated. This is required to activate your 'Payroll-Administrator' web account. After your web account has been activated, you will be able to login and access the information pertaining to your agency.

What you will need:

- a- The Username given to you by NPERS.
- b- The temporary password given to you by NPERS.
- c- Choose a new password.
- d- Your first name, last name.
- e- The Agency unit number for the agency assigned to the web account.
- f- The email address you wish to use for receiving information from NPERS.
- g- Choose a secret question and answer (This is optional)

Instructions: 2 easy steps!

Step 1: Enter the information given to you by NPERS and some personal information

Step 2: Log in!

[Next](#)

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5. Click the **Next** button. This will take you to the Payroll Administrator Account Activation page.

6. Enter the User Name/User ID and temporary password sent to you by NPERS. Enter your new password and the remaining items on the page. The information you enter on this page will be validated against existing information in the PIONEER system

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Search: **Go!**

Payroll Administrator Account Activation

Welcome to the payroll administrator account activation page. Your account has already been created by NPERS. Fill out the information below to activate your account.

Payroll administrator Activation Form

* All fields are required. [form help](#)

Payroll Administrator Username*
(Sent by NPERS)

Temp Password*
(Sent by NPERS)

New Password* (between 6 and 15 characters)

Confirm New Password*

First Name *, MI

Last Name *

Organization Number*

Email Address*

Confirm Email Address *

What is your secret question?

Answer to your secret question*

Activate

Tell Me More...

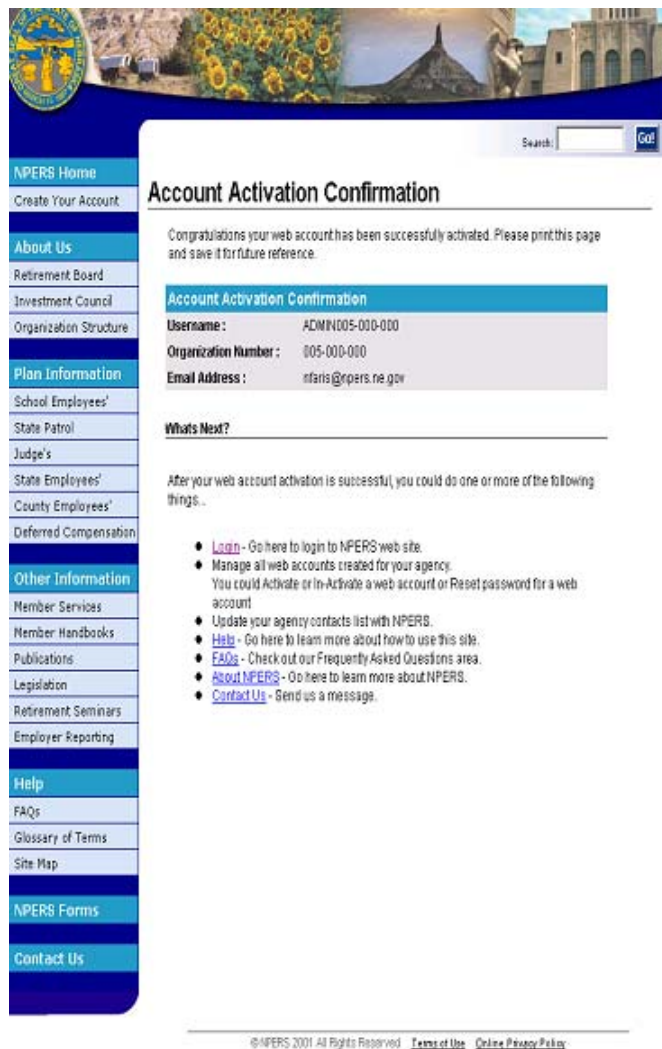
After your web account activation is successful. You could do one or more of the following things...

- [Login](#) - Go here to login to NPERS web site.
- Manage all web accounts created for your agency.
You could Activate or In-Activate a web account or Reset password for a web account
- Update your agency contacts list with NPERS.
- [Help](#) - Go here to learn more about how to use this site.
- [FAQs](#) - Check out our Frequently Asked Questions area.
- [About NPERS](#) - Go here to learn more about NPERS.
- [Contact Us](#) - Send us a message.

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7. Click on the **Activate** button.

8. If the data you entered is valid, the Account Activation Confirmation page is displayed.
You should print this page and save it for future reference.



9. If your account is not activated, an error page will be displayed with an error number.
You may contact NPERS via the **Contact Us** link on the bottom of this page, making sure to mention the error number.

CHANGE YOUR WEB PROFILE

Welcome Back, Nicole Faris
Employer : Rock Creek Public School

Search:

Employer Reporting

Below is a list of your latest reports. Select an action that is available next to the desired report, or you can [Create a New Report](#) by clicking on this underlined link.

[Page](#)
[Help](#)

Regular reports

Status	Date Submitted	Date Range	Edit?	Update Header?	Delete?	Confirm/Unconfirm?	View Totals?	View Details?
Added	04/03/2003	01/01/2003 - 01/31/2003	edit	update	delete	N/A	view	view
Suspended	04/04/2003	02/01/2003 - 02/28/2003	edit	update	delete	confirm	view	view

Tell me more

This page displays reports which have been added, accepted or those that have been suspended due to errors in member records. This page also displays all the posted reports for the last year.

Depending on the status of the report, you can do one or more of the following:

- **Edit** - If the report is not posted or confirmed then you may add, delete or update member records.
- **Update Header** - If the report is in added or in suspended status, you can update the header information, i.e. Penalty, Late Interest, Overage / underage amount and Payment Method.
- **Delete** - If the report is not posted, you may delete it. Be aware that this will permanently remove the whole report along with all its member records.
- **Confirm/Unconfirm** - If the report has no suspended records, you may confirm the report. This will send the report to NPERS, which will allow the report to post. The report will not post unless you confirm the report.
If you wish to remove your confirmation, you may do so. This will free the report for editing.
- **View Totals** - You may view a summary of the totals for any report listed.
- **View Details** - You may view a listing of all member records for any report listed.

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1. Click on **Change Web Profile** on the sidebar tab if you need to change your password, e-mail address or security question.

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Welcome Back, Nicole Fatts
Employer : Rock Creek Public School

Search:

Instructions - Change Web Account Information

For more help using the site [click here](#). [FAQ's](#) | [Glossary](#)

Activity Overview:
Filling in the information on this page will allow you to change your password, email address or your secret question and the answer to the secret question.

Instructions: 4 easy steps!

Step 1: To change your password, click the "Change Password?" checkbox and type in your old password and new password.
To change your email address, type in your new email address. An email will be sent to you to the new email address if you decide to change your current email address.


Step 2: Select a secret question from the "What is your secret question?" list if you want to change your secret question.

Step 3: Key in a new secret question if you want to change your secret question.

Next — CLICK NEXT

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2. Read instructions and click **Next**.



Welcome Back, Nicole Farris
Employer : Rock Creek Public School

Search: [Go!](#)

Change Web Account Information

This page will allow you to update your web account information. You can change your password, email address, question and answer to secret question.

Change Web Account Information

* All fields are required. [Form help](#)

Change Password? ☐

Old password

New password (between 6 and 15 characters)

Confirm new password

Email

What is your secret question?

Answer to secret question?

[Update](#)

What Next?

Your updated web account information will become effective immediately.

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- Use this screen to change your password and/or e-mail address. To change the “Welcome Back” name, please contact NPERS.